

CITY OF ATLANTA, GEORGIA CLASSIFICATION SPECIFICATION

Job Title: Information Technology Engineer

Date: 1995

Purpose of Job

The purpose of this job is to supervise new systems design and to oversee the maintenance of current operational information systems. Duties include, but are not limited to: supervising staff; directing activities; planning, coordinating, developing and maintaining computer application systems; assisting with interdepartmental projects; recommending software programs; preparing reports; and processing associated paperwork.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Work Delegation

Supervises, directs and evaluates assigned staff, handling employee concerns and problems, directing work, scheduling, counseling, disciplining and completing employee performance appraisals.

Reviews performance of assigned staff in design, development, implementation, maintenance and enhancement of data processing systems.

Reviews and evaluates the work of assigned staff and provides clear expectations, constructive feedback and guidance.

Justifies the need of additional personnel for any assigned project to be obtained from other systems groups.

Assigns personnel between assigned projects as conditions warrant.

Ensures that assigned staff uses the most up-to-date computer technology to accomplish tasks.

Plans and directs work of staff in analyzing workload and available staff (planning and scheduling).

Assists and review work of subordinates; performs commitment and evaluations for subordinates.

Communication:

Attends and participates in staff meetings; communicates with management needs and concerns.

Responds to user's questions; analyzes and determines system requirements.

Administrative Duties:

Monitors and reviews performance of the unit with supervisors; discussing intra-unit and inter-unit problems with supervisors and peers for resolution.

Recommends selection of packaged software.

Codes, tests, and implements computer programs.

Monitors newly installed systems or implemented changes.

Maintains professional knowledge by periodically attending seminars and training programs; reading various trade and professional journals and publications; keeping abreast of technical advances in the job related field.

Planning and Organizing:

Plans, organizes and controls the assignment of work functions.

Analyzes workload and assigns available staff; prioritizing tasks according to needs.

Develops procedures for operational computer systems with the Technical Services and Computer Operations Divisions.

Gathers requirements and prepares requests for proposal for selection of packaged software.

Evaluates proponents' response to request for proposal.

Plans and schedules bi-weekly meetings with assigned staff to discuss workload, job prioritizing, problems and concerns involving deadlines.

Plans and schedules work plans, project plans, project status, smaller requests, and detailed activities at the project level.

Analyzes and develops software systems, maintains current systems and assists end users.

Assesses and determines software and hardware needs and makes recommendations.

Designs detail structure of system changes.

Quality Assurance:

Maintains high standards of accuracy in exercising duties and responsibilities.

Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility.

Maintains high quality communication and interacts with all departments and divisions, co-workers and the general public.

Enforces quality control for program design, coding, testing and documentation using the structured design and structured programming technology.

Employee Development:

Trains users with new system implementation.

Assists employees or refers employees for training or performance techniques, methods and procedures.

Ensures that assigned staff adequately instructs users of data processing systems of the responsibilities and procedures of proper usage and how to recognize invalid data.

Record Keeping and Documentation:

Prepares reports on work performance and workload volume.

Writes program documentation and training manuals for users.

Prepares, receives and/or reviews various documentation including correspondence, project status reports, detailed activity reports, RFPs, operational programs documentation, program output and test results, ISR II (info systems requests), work plan, project planning document, requirements document, analysis and design phase documents.

Prepares system and operation documentation.

Receives, reviews, and approves/disapproves requests for leave and compensation, performance appraisals, and other related documents.

Marginal Job Functions

Performs other related duties as required.

Knowledge of Job

Has thorough knowledge of the principles, practices and procedures of the City and the various department operations and functions. Has thorough knowledge of management, systems engineering practices, policies and procedures as necessary in the completion of daily responsibilities. Is able to develop and administer policies, procedures, plans and activities and to monitor performance of subordinates against measured established goals. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the City. Is able to develop and implement long-term goals for the department in order to promote effectiveness and efficiency. Has thorough knowledge of all applicable laws, ordinances, policies, standards and regulations pertaining to the specific duties and responsibilities of the job. Knows how to keep abreast of any changes in policy, methods, operations, budgetary and equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with subordinates, management, employees, members of the general public and all other groups involved in the activities of the City as they relate to the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Have good organizational, management, human relations, and technical skills. Is able to use independent judgment and discretion in managing subordinates including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has the mathematical ability to handle required calculations using statistical calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret computer reports and related materials.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Computer Science, Information Systems, or related field required, Master's degree preferred; five years of progressively responsible experience in computer programming, database designs or system administration; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job. Supervisory experience required.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of job-related machines and/or Office Equipment. Must be able to move or carry job-related objects or materials. Physical demand requirements are at levels of those for sedentary or office environment work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to communicate with people to convey or exchange professional information.

LANGUAGE ABILITY: Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures. May require the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to communicate with and before others using correct English.

INTELLIGENCE: Requires the ability to learn and understand subject matter principles and techniques; to make independent judgments in absence of supervision within the scope of respective job duties and tasks; to acquire and be able to expound on knowledge of topics related to primary occupation.

NUMERICAL APTITUDE: May require the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same as may be appropriate.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to utilize job related equipment in the course of accomplishing job duties and tasks associated with respective primary duties.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving the receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.